



POLICY AND ADMINISTRATIVE PROCEDURES

Manual of Policies and Procedures

Title

SAFE FACILITIES PROGRAM

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-11-6-1 IC 11-11-2-1 <i>et seq.</i>	00-01-103 02-01-110 02-04-102 00-02-201 02-01-111 03-02-101 00-02-301 02-01-115 03-02-102 01-02-101 02-03-101 03-02-103 01-02-107 02-03-103 03-02-104 01-04-101 02-03-105 04-02-101 01-04-106 02-03-109 04-03-103 01-08-101 02-03-114 02-01-107 02-03-115 02-01-109 02-04-101	

I. PURPOSE:

The purpose of the Indiana Department of Correction Safe Facilities Program is to present an approach to reducing violence and sexual assaults in the Department's correctional facilities. The Safe Facilities Program is to be utilized by Superintendents, Assistant Superintendents, Unit Managers, Custody Supervisors, Shift Supervisors, Duty Officers, and other staff who are responsible for the overall operation and safety and security within the Department's facilities and who are required to report and monitor incidents of violence or potential violence.

II. POLICY STATEMENT:

The "Prison Rape Elimination Act of 2003" (PREA) established a "zero tolerance" approach toward prison rape and makes identification, prosecution, and elimination of rapes in correctional settings a top priority of state correctional agencies across the nation. Additionally, other agencies and organizations, such as the Association of State Correctional Administrators (ASCA) and Performance-based Standards (in Juvenile facilities) have taken steps to assessing and reducing the amount of violence found in correctional facilities. The Indiana Department of Correction supports these initiatives.

The Department of Correction is committed to providing a safe environment within its facilities for staff and offenders. It is the responsibility of all Department staff to ensure that offenders have a safe environment in which to work and live. To this end, the Department has developed the "Safe Facilities

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Program” and other policies and administrative procedures that will help to ensure a safe environment for all staff, offenders and the public. This program addresses staff and offender safety with particular emphasis on protection from violent and sexual assaults.

The basic premise of the Safe Facilities Program is to focus on the prevention of violence and, in those cases where violence does occur, react in a quick and appropriate manner. Staff must always be vigilant as to potential violence and shall respond in accordance with the Safe Facilities Program, as well as other relevant policies and administrative procedures, when threats of violence are reported to staff, threats or acts of violence are seen by staff (offenders with minor injuries such as black eyes), or when weapons are found on units. Whenever possible acts of violence occur in a facility or on a particular unit, staff must react quickly and in a fair and consistent manner. The responses to these situations may include: the securing of offenders identified as possible suspects; the searching of offender cells; interviewing the offenders; conducting packets reviewed for STG affiliation and history of other violent conduct; and requiring the offender to submit to a urinalysis. Other steps may be taken depending upon the needs of the facility to ensure that further violence related to the incident does not occur.

Department staff must play a vital role in the success of the Safe Facilities Program. Staff participation in the program is essential in identifying aggressive behavior and taking the necessary steps to ensure the safety and security of the facilities. It is the responsibility of all Department staff to ensure the safety and security of the facilities, staff, offenders and the public.

Strategies to prevent violent and sexual assaults include, but are not limited to:

- Implementing a classification system for offenders using reliable and valid classification instruments to assign offenders to housing units and locations taking into consideration criminal history and previous documented assaults;
- Ensuring the proper and effective use of protective custody (An offender should not have to prove his life is in danger, undergo an assault, nor fight his predator in order to be able to request protection and staff are to respond in accordance with the administrative procedures for Policy 02-01-107, “The Use and Operation of Protective Custody.”);
- Establishing sound entrance and exit procedures to reduce the introduction of prohibited property and contraband;
- Monitoring and tracking incidents of violent and/or sexual assaults to determine whether changes in facility operation need to be made;

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- Establishing an effective and efficient disciplinary process for offenders to address situations when Department rules and procedures are violated;
- Establishing an effective and efficient offender grievance process, including informal methods, where an offender can raise issues of concern to him/her in a non-threatening manner and staff will respond to these issues in a timely manner;
- Establishing a mechanism for staff to raise security and other issues to the administration so that these issues can be addressed, thereby enhancing the safety and security of the facilities;
- Establishing effective lines of communication between staff and offenders to share information that will enhance the correctional environment; and,
- Establishing an understanding among staff that they must maintain a high awareness, control and supervision of offender behavior as it plays a crucial role in facility, staff and offender safety.

III. DEFINITIONS:

For the purpose of this policy and its administrative procedures, the following definitions are presented:

- A. **SAFE FACILITIES PROGRAM:** The Program developed by the Department to provide a safe environment for staff to work and offenders to work and live free from concerns about violence or sexual assault.
- B. **SAFE FACILITIES COMMITTEE:** A committee of Central Office staff who are to provide guidance and assistance in implementing the Safe Facilities Program and in reporting issues relating to the Safe Facilities Program to the Department's Executive Staff.
- C. **SAFE FACILITIES COORDINATOR:** The staff person designated by the Facility Head to oversee the Safe Facilities Program at the facility level and who ensures that staff is trained and the program is implemented in accordance with this policy and its administrative procedures.
- D. **SAFE FACILITIES MANAGER:** The Central Office staff person designated by the Commissioner to oversee the Safe Facilities Program who ensures compliance with this policy and administrative procedures and assists the facilities in implementing their Safe Facilities Program.
- E. **STAFF:** All full-time, part-time and contractual persons employed by the Department of Correction.

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IV. PREVENTION OF VIOLENCE:

Staff has a duty to protect offenders in custody or under their supervision. Staff is responsible for immediately reporting any acts of violence, suspected acts of violence or sexual assaults to the designated supervisor. Staff is to investigate any circumstances or incidents that lead the staff person to believe that an offender may have been the victim of a violent act or a sexual assault (e.g., offender who is seen in the facility with a black eye, an offender who suddenly becomes very quiet and withdrawn, etc.). In such cases, staff shall take necessary measures to ensure that the offender is not placed in more danger during the investigation. Staff shall use good judgment based upon Department policies and procedures, sound correctional practices and supervisory guidance in dealing with suspected incidents of violence or sexual assault.

One of the most difficult tasks for correctional staff is to recognize when violence may occur. Also, staff must recognize which offenders are at risk of becoming a victim to other offenders or which offenders have a greater likelihood of becoming predators who prey on weaker offenders or offenders who cannot defend themselves. Once these offenders are identified, staff must be prepared to prevent violent acts before they occur. To assist staff in combating violent incidents, staff are to utilize the Safe Facilities Program approach to recognizing potential violence, reporting violence when it occurs, addressing the needs of those staff and offenders who are involved in violent incidents and attempting to determine how to prevent future acts of violence.

Each offender should have the opportunity to serve his/her period of incarceration in the Department safely. An offender does not have to prove that his/her life is in danger in order to seek and/or obtain protective custody or any other options for maintaining the offender's safety. Nor does an offender have to undergo an assault or other form of violence before staff will take action to protect the offender. Staff shall take all allegations of threats, violence or sexual assault seriously from the time information becomes available and shall take appropriate action to ensure the safety and security of the facility, staff and offenders. Offenders and staff are to be made aware of the procedures for requesting and obtaining protection as presented in the administrative procedures for Policy 02-01-107, "The Use and Operation of Protective Custody."

V. SAFE FACILITIES COMMITTEE:

The Department shall establish a Safe Facilities Committee in the Department's Central Office. The Safe Facilities Committee shall provide guidance and assistance to Department staff in the implementation of the facilities' Safe Facilities Plan. Additionally, the Safe Facilities Committee shall report issues of

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concern to the Department's Executive Staff for consideration in the development or revision of Department policies and procedures.

The Safe Facilities Committee shall be made up of:

- Deputy Commissioner/Operations
- Executive Director/Adult Facilities
- Executive Director/Juvenile Services
- Director/Legal Services
- Director/Internal Affairs
- Director/Staff Development & Training/Emergency Response Operations
- Director/Classification
- Director/Research and Planning
- Department Policy Manager

The Safe Facilities Committee shall meet quarterly or as needed, as determined by the Deputy Commissioner/Operations.

VI. SAFE FACILITIES MANAGER:

The Commissioner shall designate a staff person in the Department's Central Office to serve as the Department's Safe Facilities Program Manager. This staff person shall be responsible for overseeing the Safe Facilities Program at the Central Office level.

Duties of the Safe Facilities Manager include, but are not limited to:

- A. Serve as Chairperson for the Department's Safe Facilities Committee, including working with the Deputy Commissioner/Operations to schedule meetings and set agendas for the meetings.
- B. Work with the Division of Research and Planning to compile data regarding critical incidents and other serious or significant incidents that happen within the facilities.
- C. Prepare a quarterly report to be presented to the Department's Executive Staff advising of any increase or trends in critical incidents and other serious or significant incidents.
- D. Coordinate training in the Safe Facilities Program to ensure that staff and offenders are made aware of the program and to develop new programming as needed.

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- E. Work with Internal Affairs staff, the PREA Coordinators, STG staff, Inspection Services staff and others to monitor trends and activities which may have an impact on safety in the Department.

VII. SAFE FACILITIES COORDINATION:

The Assistant Superintendent of Operations or designee, in conjunction with the Custody Supervisor, at each facility shall be responsible for coordinating the Safe Facilities Program at the facility. The Assistant Superintendent of Operations shall ensure that any incidents or issues needing to be discussed regarding the Safe Facilities Program are included in the agenda for the facility's Incident Monitoring Meetings as required in the administrative procedures for Policy 02-03-114, "Incident Reporting, Monitoring and Mapping."

The Assistant Superintendent of Operations or designee shall ensure that the following staff are included in these meetings as necessary:

- Custody Supervisor
- Unit Manager(s)
- STG Coordinator
- PREA Coordinator
- Health Care Administrator
- Safety Hazard Manager
- Physical Plant Director
- Disciplinary Hearing Officer or Appeal Responder
- Other staff as determined by the Facility Head.

The Assistant Superintendent or designee shall prepare minutes of these meetings. The minutes shall be given to the Facility Head for review and approval. Following approval by the Facility Head, a copy of the minutes shall be sent to the Safe Facilities Manager to be included in the topics for discussion in the meetings of the Safe Facilities Committee.

VIII. SAFE FACILITIES PLAN:

Each facility shall develop a Safe Facilities Plan. This plan shall incorporate the actions that the facility shall take to ensure that a Safe Facility Program is implemented and operated at the facility. This plan shall be made available to all staff and copies shall be maintained in various locations so that staff can access the plan during non-business hours.

Facilities shall address topics such as:

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- Staff-Offender Communication
- Facility searches and Shakedown Plans
- Incident Checklists (e.g., bomb threat, staff or offender deaths, escapes, job actions, etc.)
- Emergency Scenarios
- Racial balance
- Offender Housing Criteria and Assignment (double-cell criteria, etc.)
- Offender Committees (Ad Hoc Committees, Dorm Representatives, etc.)
- Staff focus groups

Additionally, the facilities may include references to other policies, such as:

- 00-02-201 Compliance with Federal, State Fire Health and Safety
- 00-02-301 Offender Grievance
- 01-04-106 Offender Monitoring
- 02-01-107 The Use and Operation of Protective Custody
- 02-01-115 Sexual Assault Prevention and Reporting
- 02-03-105 Security Threat Groups
- 02-03-108 Security Inspections
- 02-03-114 Incident reporting, Monitoring and Mapping
- 02-03-115 High Risk Offenders
- 04-02-101 The Establishment of Standards for the Maintenance of Correctional Facilities

IX. SHARING OF INFORMATION:

During the Safe Facilities meetings at the facilities, one of the topics of discussion should be any new security measures or other procedures that have been implemented since the last meeting which have had an impact on the safety and security of the facility. The committee shall review the results of the implementation of these new measures and procedures to determine whether they are achieving the desired results and should continue to be in effect or need to be modified or discontinued.

If the committee determines that any of these new measures or procedures have had a significant impact on the safety and security of the facility, staff or offenders, the Assistant Superintendent of Operations shall share the findings with the Facility Head. If the Facility Head agrees that this new security measure or program has had a significant impact and may be beneficial to the operation of other facilities or the Department, the Facility Head shall have a summary of the

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security measure or program prepared, including the basic operation and what type of results have been found, and share this program with others in the Department. The Facility head shall share this information with other Facility Heads and staff by using the Department's Sharepoint program. Other facilities may implement this security measure or program or modify it to meet the specific needs of the facility.

X. TRAINING:

Each facility shall ensure that all staff having offender contact are trained in facility's Safe Facilities Plan. This training should emphasize the basic security skills that are used daily, as well as basic communication skills. This training shall be provided at least annually, in conjunction with the 40 hours of annual training.

XI. APPLICABILITY:

This policy and its administrative procedures are applicable to all facilities, staff and offenders in the Department.

Signature on File

Edwin G. Buss
Commissioner

4/27/09

Date